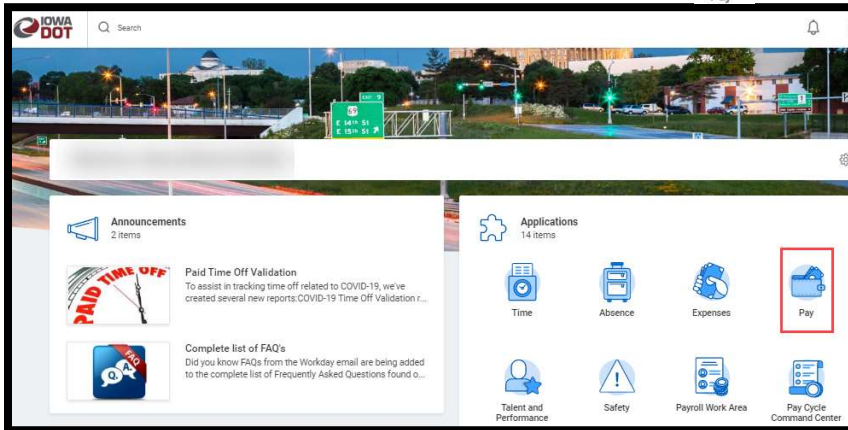




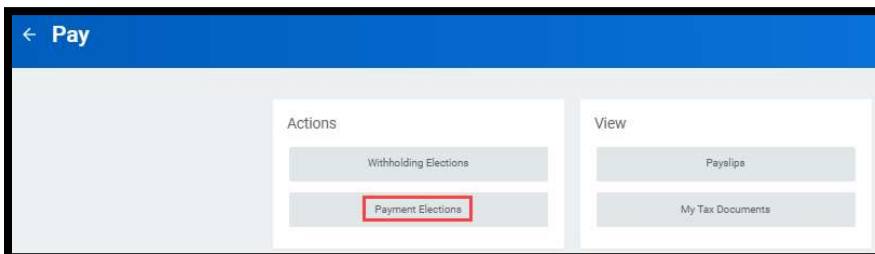
For security reasons, you **MUST** be on VPN or connected to the DOT Network to complete these steps. This process can **NOT** be done on a mobile device.

ADD VACATION BUYOUT PAYMENT ELECTION

- From the Workday home page, click on the Pay icon



- Click Payment Elections



- Click the Add button in the Payment Elections Requiring Setup section



Note: You **MUST** be on VPN or connected to the DOT Network to see the Add button.

- Click the menu icon to complete the Country field.



NOTE: The Currency field will then auto fill to USD.

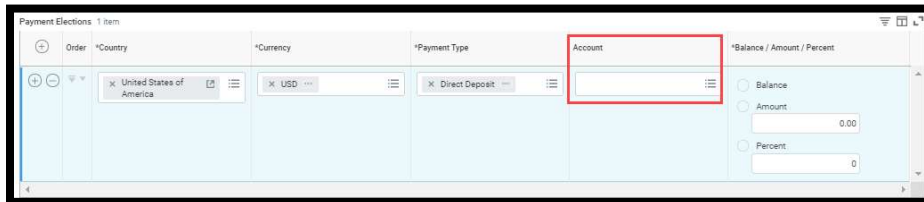
5. Click the menu icon  to complete the **Payment Type**.



Note: The **Payment Type** option(s) will default to the Payment Type(s) you initially set up.



Note: A fillable field under **Account** will appear once the **Country**, **Currency**, and **Payment Type** fields are completed.



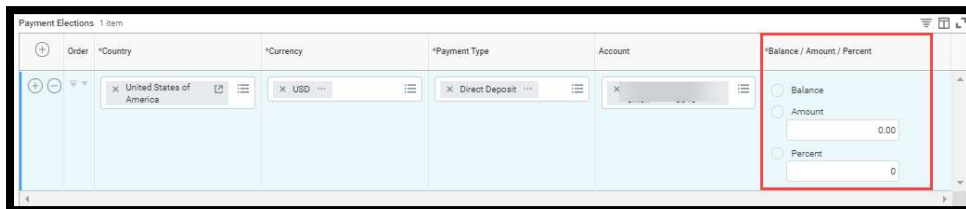
The screenshot shows the 'Payment Election' form with the following fields: Order, Country (United States of America), Currency (USD), Payment Type (Direct Deposit), and Account (highlighted with a red box). The 'Balance / Amount / Percent' section on the right has radio buttons for Balance, Amount (0.00), and Percent (0).

6. Click the menu icon  to complete the **Account** information



Note: The **Account** option(s) will default to the Account(s) you initially set up.

7. Select the **Amount** or **Percent** that goes to the account or indicate which account receives the **Balance** of payment.

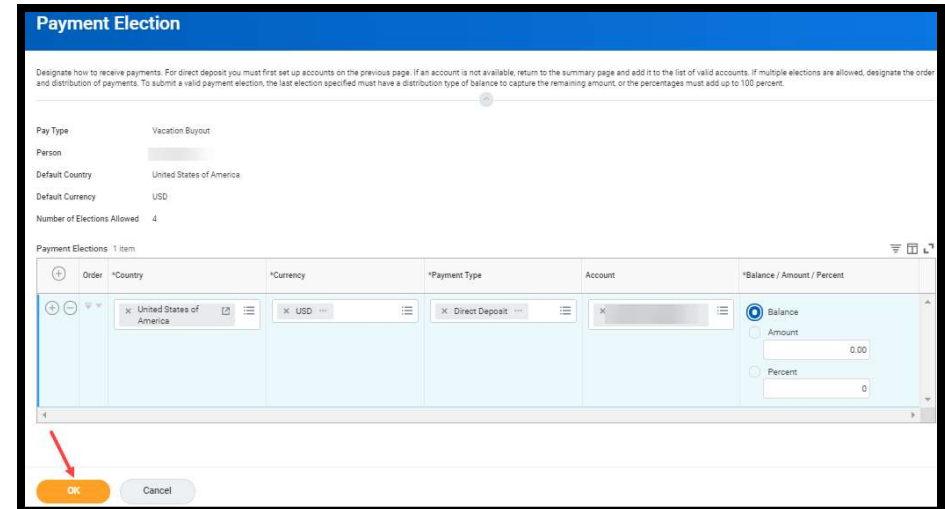


The screenshot shows the 'Payment Election' form with the 'Balance / Amount / Percent' section highlighted with a red box. The radio buttons are: Balance (selected), Amount (0.00), and Percent (0).



Note: Select **Balance** if you want the entire payment to go to one account.

8. Click **OK** when finished.



The screenshot shows the 'Payment Election' form with the 'OK' button highlighted with a red arrow. The form is titled 'Payment Election' and includes instructions: 'Designate how to receive payments. For direct deposit you must first set up accounts on the previous page. If an account is not available, return to the summary page and add it to the list of valid accounts. If multiple elections are allowed, designate the order and distribution of payments. To submit a valid payment election, the last election specified must have a distribution type of balance to capture the remaining amount, or the percentages must add up to 100 percent.'